

KZN 435 UMZIMKHULU MUNICIPALITY			
<b>COST CONTAINMENT MEASURES IMPLEMENTATION PLAN</b>			
Cost measure	Action plan	Implementation date	Progress
<b>1. Consultancy</b>	Review and implement the consultancy policy and procedure manuals	30/03/2017	The municipality is already Implementing the policy on the reduction of consultancy Activities that were outsourced are now performed in house, such AFS, AR, Vat returns, Cash in Transit, Strategic planning sessions, etc
<b>2. Travel and subsistence</b>	Review of the S&T policy and monitor the implementation	15/12/2016	The municipality has already taken into account what is in the circular when reviewing S&T policy for council to approve and some of the measures have already been implemented by the municipality
<b>3. Accommodation</b>	Explore other means of accommodation: Tender bulletin	30/09/2016	
<b>4. Catering costs</b>	Review the catering costs procedure and monitor the implementation	15/12/2016	The municipality is already implementing some of measures mentioned in the circular, it's provide only tea for all the standing committees and the meeting should be more than 4 hours in order for the municipality to provide catering and for community meetings the municipality provides fruit packs. The municipality has realised savings when it is compared with previous years
<b>5. Events, advertising and sponsorships</b>	Explore other means of advertising: Tender bulletin	30/09/2016	
<b>6. Conferences, meetings, study tours, etc.</b>	Develop a detailed procedure manual	30/09/2016	
<b>7. Office furnishing</b>	Review asset management policy and procedure manuals	15/12/2016	The municipality performs assets verification and need analysis before the furniture is being procured
<b>8. Staff study, perks and suspension costs</b>	Review study assistance policy	15/12/2016	